## http://asktonyc.files.wordpress.com/2009/03/skittles.jpgMicrosoft Excel Week 2

### Enter Other Student’s Amounts

* Exchange skittles papers.
  + In Cell C3, type in the person’s name on the skittle’s sheet for example, Mary
  + Cells C4 through C8 enter the information.
* Exchange papers again, and do the same for the D column.
* Exchange again, and do the same for the E column.
* You will have your amount and three other columns of information

### Sum

* Click in cell C5, drag your mouse to cell C8.
* Click on the AutoSum button on the toolbar.
* The sum for the highlighted cells will appear in C9.
* Do the same for each column.

### Average

* Click in Cell F3
  + Type in Average
* Click in cell F4
  + type in:
  + =AVERAGE(B4:E4).   
    *The average for the color Lime will be in F4.*
* Do the same for the remaining colors, using the correct row letter.

### Formatting

* Click in Cell A3 drag to F3
* Click on Home tab
  + Click on Format → Format cells (bottom)
  + Click on Alignment
    - Check Wrap Text
* Resize the Columns to fit

### Group Chart

* Click in Cell A3 drag to E8
* Click on Insert Tab→ Column (in chart area)
  + 3D Column → 3D Clustered Column
* Click on Switch Row/Column (on Design Tab)
* Move chart under pie chart

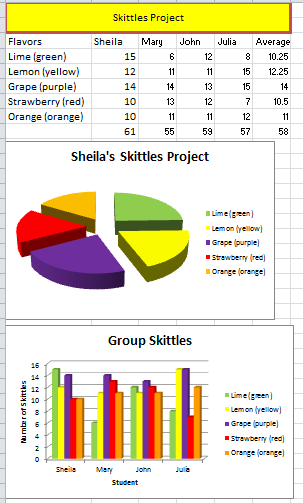
### Change Colors in Chart

* Change colors for each the way we did last week
  + Single click on a bar
  + Double click on one of the bars
  + Click on Fill
  + Click on Solid Fill
  + Go to the Paint Bucket down arrow
  + Select the correct color
  + **Repeat** for the other bars
  + **SAVE**

### Give Chart a Title

* Make sure chart is selected
* In chart tools, click on Layout Tab
* In Labels section, click on **Chart Title**
  + Click on **Above Chart**
* Type in “Group Skittles”

### Axis Titles

* Click on Chart Tools→ Layout→ Axis Titles
  + Primary Horizontal Axis Title→ Title below Axis
    - Type in: **Student**
  + Primary Vertical Axis Title → Rotate Title
    - Type in: Number of Skittles

### Create Header

* Make sure that you do NOT have the chart selected.
* Go to Insert tab
* Click on Header & Footer
* Type in Your Name

### Print

* Set print range
  + Highlight A1 through the end of your chart (about G40)
  + Click on **Page Layout tab**
  + In Page Setup area click on **Print Area → Set Print Area**
* File→ Print →
  + Preview→ Make sure it all fits on one page, if not, resize charts